

## A-3 Activity Inventory Example

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Here is an example of a good activity description. It describes what work is done, who it is done for, and why. It also expresses its outcomes in quantitative terms.

### **Business Development**

The Business Development group works with local partners to attract domestic and international investment in Washington in the following components of our economy: manufacturing, research and development, computer related firms, food processing, and warehouse/distribution. The group also serves as an advocate for business in the resolution of critical issues related to the state tax structure, infrastructure financing, and work force training. The business development capacity of our primary local partners, including economic development councils and ports, is enhanced through training and joint marketing initiatives.

The Business Development staff work in cooperation with local partners by preparing detailed financial, infrastructure, and workforce training proposals in response to company location needs. Between 1999 and 2001, thirty companies announced plans to invest \$703.4 million for expanded facilities in Washington State. These projects are estimated to create up to 6,988 jobs. Examples include Boise Cascade in Grays Harbor County and Toyo Communications in Cowlitz County.